

The beginning (preservice) Business Education teacher will demonstrate knowledge of and/or competency in the following areas of study:

<b>1. Professionalism</b> NBEA: Achievement Standard 4, 6 (Research), 8, 10; 1997 SSC: 1.1; PRAXIS (0100): III, IV, VI; Show-Me Performance Standards: Goals 1, 2, 4; CR: not addressed	1. Ethical standards related to appropriate personal and professional interactions and decision-making in the classroom and the workplace.
	2. Standards for positive human relations and professional behaviors and interactions involved in the business and business education communities.
	3. Professional organizations for business professionals and business educators.
	4. Business and educational research, including relevant current literature.
<b>2. Accounting/Finance</b> NBEA: Achievement Standard 4, 10; 1997 SSC: 2.1-14; PRAXIS (0100): II, III, VII; Show-Me Performance Standards: Goals 2, 4; Business Education (9-12) 2. <i>Subject Matter Requirements</i> : 2; CR: III.C.2.a.2	1. The steps of the accounting cycle and the purpose of each step.
	2. Preparation, interpretation, and analysis of financial statements for various forms of business ownership.
	3. Appropriate accounting principles and systems as they apply to various forms of ownership, payroll, income taxation, and managerial systems.
	4. Matching principles for accruals and deferrals.
	5. Current and fixed asset valuation methods.
	6. Accounts receivable and payable principles.
	7. Maintaining accounting records electronically.
	8. The impact of taxes on financial planning.
	9. The advantages and disadvantages of various savings and investment plans.
	10. Procedures for money management.
	11. Credit and its costs.
	12. Exchange rates and interdependence in international trade.
	13. Types of insurance associated with various risks.
<b>3. Business Communication</b> NBEA: Achievement Standard 10; 1997 SSC: 1.2, 3.1-7; PRAXIS (0100): V, VI; Show-Me Performance Standards: Goal 2; CA 1, 3-6; Business Education (9-12) 2. <i>Subject Matter Requirements</i> : 5; CR: III.C.2.a.5	1. Preparing business documents using appropriate format and style, including graphics.
	2. Electronic communication technologies.
	3. Clear, concise, and accurate written communication.
	4. Articulate and informative workplace speaking skills.
	5. Active listening skills.
	6. Planning, creation and delivery of individual and group presentations.
	7. Interpreting non-verbal communication.

	8. Editing, proofreading, and revising documents.
	9. Communication strategies in international business relations.
	10. Communicating with a diverse workforce.
	11. Information management research.
<b>4. Business and Personal Law</b> NBEA: Achievement Standard 4, 10; 1997 SSC: 4.1-7; PRAXIS (0100): I, III; Show-Me Performance Standards: Goals 1, 3, 4; SS 3, 7; Business Education (9-12) 2. <i>Subject Matter Requirements:</i> 4; CR: III.C.2.a.4	1. The law-making process.
	2. The role of local, state, and national laws and regulations as they relate to personal, business and consumer issues.
	3. The function of courts in the federal, state and local legal systems.
	4. The relationships among contract law, law of sales, and consumer law.
	5. Business crimes, their nature and consequences.
	6. Absolute liability and circumstances under which it is imposed.
	7. The role and importance of agency laws as they relate to the conduct of business in the national and international marketplaces.
	8. The impact of contemporary political process on the business environment.
<b>5. Economics and Personal Finance</b> NBEA: Achievement Standard 4, 10; 1997 SSC: 5.1-5; PRAXIS (0100): I; Show-me Performance Standards: Goal 1, 3, 4; MA 1, 3, 5, 6; SS 4, 7; Business Education (9-12) 2. <i>Subject Matter Requirements:</i> 3; CR: III.C.2.a.3	1. Basic features of and laws governing both macro- and micro-economic systems, including inflation, deflation, supply and demand, price systems, international trade, labor-management relations.
	2. Types of business ownership.
	3. The role of competitive markets in economic systems.
	4. The role of entrepreneurship and entrepreneurship opportunities in economic systems.
	5. The roles of government and banking in the economy, including fiscal and monetary policies, GDP, taxation, regulations.
	6. The American economic system and its role in the global economy.
	7. Economic relations among national, including the development and implications of a global economy.
	8. The function of domestic economic institutions and economic incentives.
	9. The role of the consumer in U.S. economy and key problem-solving and decision-making skills and knowledge pertinent to personal finance.
<b>6. Information Systems</b> NBEA: Achievement Standard 4, 10; 1997 SSC:	1. Alternative input technologies, e.g., digital speech recognition, handwriting recognition, global positioning technology, handheld PCs, tablet PCs, PDAs, and scanning.

<p>6.1-9, 6.11-12; PRAXIS (0100): V; Show-Me Performance Standards: Goals 1, 2, 3, 4; CA 1; MA 1, 3, 5-6; SC 8; SS 7; HP 6; Business Education (9-12) 2.</p> <p><i>Subject Matter Requirements:</i> 8; CR: III.C.2.a.8</p>	<p>2. Identification, evaluation, selection, installation, use, customization, upgrading, and troubleshooting of application software.</p> <p>3. Identification, evaluation, selection, installation, use customization and up grading of operating systems, environments, and utilities.</p> <p>4. Electronic storage systems.</p> <p>5. Evaluation, selection, installation, use, customization, upgrading and troubleshooting communications and networking systems.</p> <p>6. Security and ethical issues related to computer hardware, software, and data.</p> <p>7. Implications of e-business for the global economy.</p>
<p><b>7. Keyboarding</b> NBEA: Achievement Standard 4, 10; 1997 SSC: 7.1-3; PRAXIS (0100): V; Show-Me Performance Standards: Goals 1, 2, 3, 4; CA 1, 3-6; Business Education (9-12) 2.</p> <p><i>Subject Matter Requirements:</i> 1; CR: III.C.2.a.1</p>	<p>1. Touch keyboarding skills for entering and manipulating text and data.</p> <p>2. Keying in text at acceptable speed and accuracy.</p> <p>3. Ergonomic issues related to keyboarding.</p>
<p><b>8. Marketing</b> NBEA: Achievement Standard 4, 10; 1997 SSC: 8.2, 8.3, 8.5, 8.6; PRAXIS (0100): VII; Show-Me Performance Standards: Goals 1, 2, 3, 4; CA 1, 3-6; Business Education (9-12) 2.</p> <p><i>Subject Matter Requirements:</i>7; CR: III.C.2.a.7</p>	<p>1. Acquire an understanding of marketing's role and function in business (including sales techniques, advertising, display, buying, wholesale/retail, distribution, service occupations, market analysis, warehousing, inventory control) to facilitate economic exchanges with customers.</p>
<p><b>9. Management</b> NBEA: Achievement Standard 4, 10; 1997 SSC: 1.5-7, 9.1-4; PRAXIS (0100): I, III, IV; Show-Me Performance Standards: Goals 1, 2, 3, 4; CA 1, 3-6, MA 1, 3, 5-6, SC 8, SS 4, 7; Business Education (9-12) 2.</p> <p><i>Subject Matter Requirements:</i> 6; CR: III.C.2.a.6</p>	<p>1. The basic tenets of management theories and their importance.</p> <p>2. The functions of management.</p> <p>3. Resources needed to start a business.</p> <p>4. The role of organized labor and its impact on government and business.</p> <p>5. Ethics related to business management and labor relations.</p> <p>6. Ways of developing positive and productive interaction between management and employees leading to increased productivity and quality, as well as employee satisfaction and welfare.</p>

III.C.2.a.6	<p>7. Workplace ergonomic issues.</p> <p>8. Intrapreneurship (i.e., undertaking new projects in the context of another organization) and entrepreneurship.</p>
<p><b>10. Program</b>  NBEA: Achievement Standard 8; 1997 SSC: 10.1-10.4; PRAXIS (0100): IV; Show-Me Performance Standards: Goals 1, 2, 3, 4; CA 1, 3-6; Business Education (9-12) 2. <i>Subject Matter Requirements</i>: not overtly mentioned; CR: III.C.2.b.3</p>	<p>1. The philosophy, mission and objectives of career education business education, including occupational preparation, responsibility to the business community, responsibility to society, personal-use skills, economic literacy, training and retraining.</p> <p>2. The design, organization and management of a career education business education programs.</p> <p>3. The role, development, and management of advisory committees.</p> <p>4. The program evaluation process and its use in maintaining and improving career education programs.</p> <p>5. The collection, interpretation, and value of community need assessment information.</p> <p>6. Legislation affecting career education.</p> <p>7. Budget development and management for career education business education programs.</p> <p>8. Trends and issues in career education business education.</p> <p>9. The importance of partnerships with members of the business community to provide student access to learning opportunities.</p> <p>10. Public relations to assist the community in developing positive impressions of business and business education.</p> <p>11. Regulatory and statutory requirements relevant to career education.</p>
<p><b>11. Careers</b>  NBEA: Achievement Standard 9; 1997 SSC: 1.4, 11.1, 11.2, 11.4; PRAXIS (0100): IV; Show-Me Performance Standards: Goal 1, 2, 3, 4; Business Education (9-12) 2. <i>Subject Matter Requirements</i>: not overtly mentioned; CR: III.C.2.b.2; III.D.b.4</p>	<p>1. The role and process of counseling in business education, including orientation, career awareness, career exploration, assessment, preparation, employment information and trends.</p> <p>2. Role and value of collaboration with guidance, counseling and special education personnel.</p> <p>3. Career development theory (including the steps in career planning and its use in career decision-making).</p> <p>4. Workplace expectations and professional dispositions.</p> <p>5. Cooperative education and community-based learning opportunities.</p>
<p><b>12. Development and Implementation of Career</b></p>	<p>1. Developing and evaluating career student performance objectives in the cognitive, psychomotor, and affective domains.</p>

<b>Education Business Education Curriculum</b> NBEA: Achievement Standard 9; 1997 SSC: 12.1-6; PRAXIS (0100): IV; Show-me Performance Standards: Goals 1, 2, 3, 4; Business Education (9-12) 2. <i>Subject Matter Requirements</i> : not overtly mentioned; CR: III.C.2.b.1, .2	2. Designing, implementing, and evaluating a broad range of student-centered instructional strategies.
	3. Integrating academics in Career Education Business Education competencies.
	4. Instructional management systems.
	5. The interrelationships among the career education business education and academic content areas.
	6. Adult learning theory and practice in contrast to teaching high school students.
<b>13. Student Organizations</b> NBEA: Achievement Standard 6; 1997 SSC: 1.8, 13.1-4; PRAXIS (0100): IV; Show-me Performance Standards: Goals 1, 2, 3, 4; CA 1, 4, 6; Business Education (9-12) 2. <i>Subject Matter Requirements</i> : not overtly mentioned; CR: III.C.2.b.3	1. The philosophy and goals of career and technical student organizations: FBLE/PBL.
	2. Leadership development, student activities, and competitive events available through FBLA/PBL to facilitate the development of students' civic responsibility, social skills, leadership, and knowledge for and about business.
	3. Developing, implementing, and evaluating programs of activities aligned with the curriculum.
	4. The adviser's role in the management and supervision of the co-curricular student business organization.